

## **REDDITCH BOROUGH COUNCIL AND BROMSGROVE DISTRICT COUNCIL**

### **JOINT APPOINTMENTS COMMITTEE**

#### **COMPOSITION AND TERMS OF REFERENCE**

##### **Status**

The Joint Appointments Committee is a joint committee of Redditch Borough Council (RBC) and Bromsgrove District Council (BDC) established in accordance with Section 102 (1)(B) of The Local Government Act 1972.

The purpose of the JAC is to enable the two Councils to undertake a joint recruitment process for the appointment of statutory officers.

##### **Members**

The Joint Appointments Committee shall comprise of the respective Leaders of both Councils plus **4** members appointed by RBC and **4** members appointed by BDC. Only those members who have undertaken appropriate training may sit on the Committee.

Appointments shall be made in accordance with the Local Government (Committees and Political Groups) Regulations 1990.

All members of the Committee must have undertaken appropriate training on recruitment and selection with the respective Council, prior to participating in the recruitment process.

##### **Quorum**

The quorum of the Joint Appointments Committee shall be **[TBC]** (subject to each Council being represented at a meeting by at least 1 member).

##### **Procedure Rules applicable**

**[TBC]**

##### **Venue and frequency of meetings**

Meetings will be held as and when required. The venue for the meetings shall normally alternate between the two Councils with the host Leader Chairing the meetings.

##### **Chairman**

The Joint Appointments Committee shall be chaired alternately between the respective Leaders.

##### **Substitute**

Substitutes shall not be appointed.

##### **Voting**

Any matter will be decided by a simple majority of those Members of the Joint Appointments Committee present and voting at the time the question is put. A vote shall be taken either by show of

hands, or if there is no dissent, by the affirmation of the meeting. In the event of a tie in voting, the Host Chair will have a second and casting vote.

### **Functions**

The purpose of the functions of the JAC are:-

#### **Appointment of Chief Executive/Head of Paid Service**

- (a) Subject to (b) below, to undertake and determine on behalf of the Councils the recruitment and selection of the Joint Chief Executive/Head of Paid Service, including the final approval of the terms and conditions of employment (based on current provisions) for that post.
- (b) The final decision as to the appointment of the Joint Chief Executive/Head of Paid Service shall be reserved to full meetings of both Councils and subject to no material or well-founded objection to the making of an offer of appointment being received by either the Leader on behalf of the RBC Executive or the Leader on behalf of BDC Cabinet.
- (c) To confirm into post or otherwise, the successful candidate following any probationary or trial period.
- (d) To be responsible for ad-hoc employment matters affecting any Joint Statutory Officer posts, except for any disciplinary matters which would be determined by the Statutory Officers' Disciplinary Panel.

#### **Appointment of Joint Statutory Officer posts**

- (a) Subject to (b) below, to undertake and determine on behalf of the Councils the process for the appointment of any Joint Statutory Officer posts.
- (b) The final decision as to the appointment of any Joint Statutory Officer posts shall be reserved to full meetings of both councils and subject to no material or well-founded objections to the making of an offer of appointment being received by either Leader.
- (c) To be responsible for ad-hoc employment matters affecting any Joint Statutory Officer posts except for any disciplinary matters which would be determined by the Statutory Officers' Disciplinary Panel.